
Chapter 09: Foreign Service Institute Records

General**A090101a Program Policy Files - Office of the Director**

Description: Records that document the development and implementation of policies and procedures concerning the operation of the Foreign Service Institute.

a. Recordkeeping copy (paper).

Disposition: Permanent. Retire to the Records Service Center (RSC) six months after the end of the Director or Deputy Director's tenure for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-17, item 0101a

A090101b Program Policy Files - Office of the Director

Description: Records that document the development and implementation of policies and procedures concerning the operation of the Foreign Service Institute.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0101b

A090105a Subject Files - Records Common to all Schools/Centers

Description: Memorandums, telegrams, and other documentation on training program administration, including information on classes, curriculum, design, development, budget, procurement, evaluations, liaison, weekly activity reports, and other related subjects.

a. Recordkeeping copy (paper).

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0105a

A090105b Subject Files - Records Common to all Schools/Centers

Description: Memorandums, telegrams, and other documentation on training program administration, including information on classes, curriculum, design, development, budget, procurement, evaluations, liaison, weekly activity reports, and other related subjects.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0105b

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A090106a(1) Course Files - Records Common to all Schools/Centers

Description: a. Correspondence, reports and other documentation on organization and enrollment of classes, correspondence with speakers, course agendas, class schedules, security clearance and biographic data, rosters, evaluations, surveys, lesson plans, etc.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 5 years old or no longer needed, whichever is sooner.

DispAuthNo: N1-59-99-17, item 0106a(1)

A090106a(2) Course Files - Records Common to all Schools/Centers

Description: a. Correspondence, reports and other documentation on organization and enrollment of classes, correspondence with speakers, course agendas, class schedules, security clearance and biographic data, rosters, evaluations, surveys, lesson plans, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0106a(2)

A090106b(1) Course Files - Records Common to all Schools/Centers

Description: b. Course presentation files consisting of one designated master set of the presentation used by an instructor for each course offered by the school/center. Materials include diskettes, tapes; instructor's materials, handouts; audiovisual aids (films, slides, sound recordings, transparencies); etc.

(1) Recordkeeping copy (paper).

Disposition: Destroy 10 years after materials become inactive or obsolete.

DispAuthNo: N1-59-99-17, item 0106b(1)

A090106b(2) Course Files - Records Common to all Schools/Centers

Description: b. Course presentation files consisting of one designated master set of the presentation used by an instructor for each course offered by the school/center. Materials include diskettes, tapes; instructor's materials, handouts; audiovisual aids (films, slides, sound recordings, transparencies); etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0106b(2)

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A090107a Speaker Files - Records Common to all Schools/Centers

Description: Consist of correspondence with speaker, speaker bio, copies of honoraria payments.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0107a

A090107b Speaker Files - Records Common to all Schools/Centers

Description: Consist of correspondence with speaker, speaker bio, copies of honoraria payments.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0107b

A090108a Student Files (excludes Warrenton Training Center, see Item 090805) - Records Common to all Schools/Centers

Description: Consist of correspondence with student, university, or sponsoring agency; copies of application for training, training evaluation reports or grade reports; transcripts; consultation notes; and progress reports.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old or no longer needed.

DispAuthNo: N1-59-99-17, item 0108a

A090108b Student Files (excludes Warrenton Training Center, see Item 090805) - Records Common to all Schools/Centers

Description: Consist of correspondence with student, university, or sponsoring agency; copies of application for training, training evaluation reports or grade reports; transcripts; consultation notes; and progress reports.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0108b

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A090109 Student Bio Cards - Records Common to all Schools/Centers

Description: Locator cards include student name, Social Security Number, current telephone number, course(s) currently enrolled.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-99-17, item 0109

A090110a(1) Correspondence Files - Records Common to all Schools/Centers

Description: a. Routine telegrams to and from posts.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-99-17, item 0110a(1)

A090110a(2) Correspondence Files - Records Common to all Schools/Centers

Description: a. Routine telegrams to and from posts.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0110a(2)

A090110b Correspondence Files - Records Common to all Schools/Centers

Description: b. Copies of routine communications of all types that are kept for information purposes only.

Disposition: Block annually. Destroy when 2 years old.

DispAuthNo: GRS 23, item 7a

A090111a Training Evaluation Reports - Records Common to all Schools/Centers

Description: Copies of student training evaluation reports such as DS-1106, with transmittal letter. Originals sent to appropriate agency or to Personnel files.

a. Recordkeeping copy (paper).

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 0111a

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A090111b Training Evaluation Reports - Records Common to all Schools/Centers

Description: Copies of student training evaluation reports such as DS-1106, with transmittal letter. Originals sent to appropriate agency or to Personnel files.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0111b

A090112a Working Files - Records Common to all Schools/Centers

Description: Files maintained by individuals, for their own use, used as reference; duplicate information filed in subject files.

a. Recordkeeping copy (paper).

Disposition: Destroy at end of project.

DispAuthNo: N1-59-99-17, item 0112a

A090112b Working Files - Records Common to all Schools/Centers

Description: Files maintained by individuals, for their own use, used as reference; duplicate information filed in subject files.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0112b

A090113a Project Files - Records Common to all Schools/Centers

Description: Project files are working files of studies, reports, briefing papers for hearings, etc.

a. Recordkeeping copy (paper).

Disposition: Destroy when 20 years old or no longer needed, whichever is sooner.

DispAuthNo: N1-59-99-17, item 0113a

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A090113b Project Files - Records Common to all Schools/Centers

Description: Project files are working files of studies, reports, briefing papers for hearings, etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0113b

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The Senior Seminar**A090201a(1) Seminar Member Files**

Description: a. Biographic data and training evaluation reports.

(1) Recordkeeping copy (paper).

Disposition: Destroy 3 years after file is cut off.

DispAuthNo: N1-59-99-17, item 0201a(1)

A090201a(2) Seminar Member Files

Description: a. Biographic data and training evaluation reports.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0201a(2)

A090201b(1) Seminar Member Files

Description: b. Copies of correspondence prepared by the member when arranging Seminar activities; reports and other materials related to Seminar trips and other activities.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0201b(1)

A090201b(2) Seminar Member Files

Description: b. Copies of correspondence prepared by the member when arranging Seminar activities; reports and other materials related to Seminar trips and other activities.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0201b(2)

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A090201c(1) Seminar Member Files

Description: c. February Research Projects. Consist of research papers and background materials.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0201c(1)

A090201c(2) Seminar Member Files

Description: c. February Research Projects. Consist of research papers and background materials.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0201c(2)

A090202a(1) Seminar General Administrative Files

Description: a. Correspondence and other documentation pertaining to personnel, travel and supply.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0202a(1)

A090202a(2) Seminar General Administrative Files

Description: a. Correspondence and other documentation pertaining to personnel, travel and supply.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0202a(2)

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A090202b(1) Seminar General Administrative Files

Description: b. Data on curriculum, seminar projects, etc.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 0202b(1)

A090202b(2) Seminar General Administrative Files

Description: b. Data on curriculum, seminar projects, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0202b(2)

A090202c Seminar General Administrative Files

Description: c. Dean and Associate Dean staff chronological file, maintained by month.

Disposition: Destroy when 2 years old or no longer needed, whichever is sooner.

DispAuthNo: N1-59-99-17, item 0202c

A090202d(1) Seminar General Administrative Files

Description: d. Travel Voucher Files. Copies of travel vouchers filed by name of traveler.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0202d(1)

A090202d(2) Seminar General Administrative Files

Description: d. Travel Voucher Files. Copies of travel vouchers filed by name of traveler.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0202d(2)

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A090203a Speaker Files

Description: Filed by name of speaker. Consist of correspondence with speaker outlining purpose of seminar, general nature of speech, synopsis of speech, and speaker evaluation.

a. Recordkeeping copy (paper).

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 0203a

A090203b Speaker Files

Description: Filed by name of speaker. Consist of correspondence with speaker outlining purpose of seminar, general nature of speech, synopsis of speech, and speaker evaluation.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0203b

A090204a Class Files

Description: One file per class (class of about 30 members convenes once a year). Consists of copies of training request forms, correspondence with member's agency, class roster, and curriculum notes.

a. Recordkeeping copy (paper).

Disposition: Destroy 3 years after file is cut off.

DispAuthNo: N1-59-99-17, item 0204a

A090204b Class Files

Description: One file per class (class of about 30 members convenes once a year). Consists of copies of training request forms, correspondence with member's agency, class roster, and curriculum notes.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0204b

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A090205a Trip Files

Description: Consist of information pertaining to arrangements made for class trips, including information on contacts, copies of travel orders, and trip schedule.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0205a

A090205b Trip Files

Description: Consist of information pertaining to arrangements made for class trips, including information on contacts, copies of travel orders, and trip schedule.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0205b

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Career Transition Center**A090301a CTC Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Career Transition Center.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 0301a

A090301b CTC Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Career Transition Center.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0301b

A090302a Participant Files

Description: a. Talent Bank Participant Files. Consist of registration forms and supporting documentation submitted by applicants for the US State Department, USAID, USIA, FAS, FCS Talent Bank.

Disposition: Destroy 2 years after case becomes inactive.

DispAuthNo: N1-59-99-17, item

A090302b(1) Participant Files

Description: b. Job Search Program Participant Files. Include applications for training, copies of retirement agreements, resumes, copies of resume cover letters, counselor notes on individual consultations, participant's answers to possible interview questions, book reviews, and bi-weekly reports of job search activities.

(1) Recordkeeping copy (paper).

Disposition: Destroy 3 years after case becomes inactive.

DispAuthNo: N1-59-99-17, item 0302b(1)

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A090302b(2) Participant Files

Description: b. Job Search Program Participant Files. Include applications for training, copies of retirement agreements, resumes, copies of resume cover letters, counselor notes on individual consultations, participant's answers to possible interview questions, book reviews, and bi-weekly reports of job search activities.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0302b(2)

A090303a(1) Job Leads Files

Description: a. Correspondence with Prospective Employers. Correspondence with colleges, universities, firms and organizations regarding job opportunities not related to individual applicants.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-99-17, item 0303a(1)

A090303a(2) Job Leads Files

Description: a. Correspondence with Prospective Employers. Correspondence with colleges, universities, firms and organizations regarding job opportunities not related to individual applicants.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0303a(2)

A090303b(1) Job Leads Files

Description: b. Contact Lists. Copies of printed lists containing names, addresses and other information on prospective employers.

(1) Recordkeeping copy (paper).

Disposition: Destroy when obsolete or superseded.

DispAuthNo: N1-59-99-17, item 0303b(1)

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A090303b(2) Job Leads Files

Description: b. Contact Lists. Copies of printed lists containing names, addresses and other information on prospective employers.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0303b(2)

A090304a Interagency Agreements

Description: Agreements between State and other agencies participating in the career transition program.

a. Recordkeeping copy (paper).

Disposition: Destroy 3 years after agreement is terminated.

DispAuthNo: N1-59-99-17, item 0304a

A090304b Interagency Agreements

Description: Agreements between State and other agencies participating in the career transition program.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0304b

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Overseas Briefing Center**A090401a OBC Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Overseas Briefing Center.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 0401a

A090401b OBC Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Overseas Briefing Center.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0401b

A090402a Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

a. Master copy.

Disposition: Keep master until update has received final approval. Destroy master when 5 years old.

DispAuthNo: N1-59-99-17, item 0402a

A090402b Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

b. Copyrighted materials.

Disposition: Keep permission to use copyrighted materials with master copy of the Culture Guide as long as copyrighted material is in the Culture Guide.

DispAuthNo: N1-59-99-17, item 0402b

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A090402c Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

c. Electronic files.

Disposition: Maintain on system until the approval of the update and a new master is in place.

DispAuthNo: N1-59-99-17, item 0402c

A090402d Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

d. Working Files.

Disposition: Destroy 1 year after publication.

DispAuthNo: N1-59-99-17, item 0402d

A090403 Returnee Cards

Description: DS-1895, Returnee File, cards that individuals returning from overseas may voluntarily complete and place on file in the Overseas Briefing Center indicating their willingness to talk with employees and family members who are seeking information on the returnee's former post of assignment. Filed by country name.

Disposition: Destroy when 2 years old or when active agency use ceases.

DispAuthNo: N1-59-99-17, item 0403

A090404a Publications

Description: Publications produced by the Overseas Briefing Center, including "What Do I Do Now? A Sourcebook on Regulations, Allowances, and Finances," "Protocol for the Modern Diplomat," the "Foreign Service Assignment Notebook," and "Where in the World Are You Going?"

a. Master copy.

Disposition: Keep master until update has received final approval. Destroy master when 5 years old.

DispAuthNo: N1-59-99-17, item 0404a

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A090404b Publications

Description: Publications produced by the Overseas Briefing Center, including "What Do I Do Now? A Sourcebook on Regulations, Allowances, and Finances," "Protocol for the Modern Diplomat," the "Foreign Service Assignment Notebook," and "Where in the World Are You Going?"

b. Electronic files.

Disposition: Maintain on system until approval of the update and a new master is in place.

DispAuthNo: N1-59-99-17, item 0404b

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School of Language Studies**A090501a Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Language Studies.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 0501a

A090501b Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Language Studies.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0501b

A090502a Student Learning Style Files

Description: Records are confidential, used only for purposes of research and to assist students. Students are assured that these files will not become part of their official training records, and will not be shared outside the Research, Evaluation and Development Division without permission of the student.

a. Paper records. Includes copies of completed learning style questionnaires and results of those questionnaires, notes from interviews with students and teachers, etc.

Disposition: Destroy when 10 years old or when no longer needed, whichever is later.

DispAuthNo: N1-59-99-17, item 0502a

Chapter 09: Foreign Service Institute Records

A090502b Student Learning Style Files

Description: Records are confidential, used only for purposes of research and to assist students. Students are assured that these files will not become part of their official training records, and will not be shared outside the Research, Evaluation and Development Division without permission of the student.

b. Electronic records. Includes information about the training assignment (language, dates, proficiency scores), and scores on diagnostic instruments.

Disposition: Destroy when 30 years old or when no longer needed, whichever is later.

DispAuthNo: N1-59-99-17, item 0502b

A090503a Language Publications - General File

Description: Correspondence concerning reproduction, availability, etc., of language publications; requisitions for publications and materials.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-99-17, item 0503a

A090503b Language Publications - General File

Description: Correspondence concerning reproduction, availability, etc., of language publications; requisitions for publications and materials.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0503b

A090504a Biweekly Report of Instructor Time Utilization

Description: a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-99-17, item 0504a

A090504b Biweekly Report of Instructor Time Utilization

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0504b

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A090505a Interagency Files

Description: Reports, letters, minutes of meetings, fund transfer documents, agreements, and proposals used to secure funding for FSI programs.

a. Recordkeeping copy (paper).

Disposition: Destroy 5 years after completion of project.

DispAuthNo: N1-59-99-17, item 0505a

A090505b Interagency Files

Description: Reports, letters, minutes of meetings, fund transfer documents, agreements, and proposals used to secure funding for FSI programs.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0505b

A090510a Overseas Language Training (General Files) - Overseas Schools

Description: Correspondence, reports and other documentation on overseas language training programs and operation of the overseas language schools.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 0510a

A090510b Overseas Language Training (General Files) - Overseas Schools

Description: Correspondence, reports and other documentation on overseas language training programs and operation of the overseas language schools.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0510b

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A090520a Employee Case Files - Testing Unit

Description: Filed by employee name. Files include Modern Language Aptitude Test (MLAT); Linguist's copy, DS-1534, Language Proficiency Report; DS-651, Report of Training in Language/Area Skills; Training Evaluation Reports; and case notes.

a. Recordkeeping copy (paper).

Disposition: Retire to RSC after 10 years of no activity for transfer to WNRC. Destroy when 35 years old.

DispAuthNo: N1-59-99-17, item 0520a

A090520b Employee Case Files - Testing Unit

Description: Filed by employee name. Files include Modern Language Aptitude Test (MLAT); Linguist's copy, DS-1534, Language Proficiency Report; DS-651, Report of Training in Language/Area Skills; Training Evaluation Reports; and case notes.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0520b

A090521a Language Testing General Correspondence Files - Testing Unit

Description: Correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel Office indicating Language Proficiency Test, results of Basic Officer Course, etc.

a. Recordkeeping copy (paper).

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 0521a

A090521b Language Testing General Correspondence Files - Testing Unit

Description: Correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel Office indicating Language Proficiency Test, results of Basic Officer Course, etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0521b

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School of Professional and Area Studies**A090601a Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Professional and Area Studies.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 0601a

A090601b Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Professional and Area Studies.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0601b

A090602a Correspondence Examinations

Description: Returned examinations given by correspondence course.

a. Passed exams.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-99-17, item 0602a

A090602b Correspondence Examinations

Description: Returned examinations given by correspondence course.

b. Failed exams.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-59-99-17, item 0602b

Chapter 09: Foreign Service Institute Records

A090603a(1) Academic Affairs

Description: Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

a. University Students - General Correspondence Files.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 0603a(1)

A090603a(2) Academic Affairs

Description: Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

a. University Students - General Correspondence Files.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0603a(2)

A090603b(1) Academic Affairs

Description: Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

b. University Students - Student Files. Correspondence with student and university regarding student, evaluation of student's work, biographic data, etc.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0603b(1)

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A090603b(2) Academic Affairs

Description: Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

b. University Students - Student Files. Correspondence with student and university regarding student, evaluation of student's work, biographic data, etc.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0603b(2)

A090604a Reader's Guides and Bibliographies

Description: Publications designed to be a resource for those with an interest in specific area studies, such as the EuroGuide and the Guide to France. Many different sources are consulted in the production and frequent updates of the journal to keep them current. Information updated, researched and produced as determined by the course Chair.

a. Master copy.

Disposition: Destroy 5 years after updating and a new master is in place.

DispAuthNo: N1-59-99-17, item 0604a

A090604b Reader's Guides and Bibliographies

Description: Publications designed to be a resource for those with an interest in specific area studies, such as the EuroGuide and the Guide to France. Many different sources are consulted in the production and frequent updates of the journal to keep them current. Information updated, researched and produced as determined by the course Chair.

b. Copyrighted materials.

Disposition: Keep permission to use copyrighted materials in FSI master files as long as the copyrighted material is in the Reader's Guide.

DispAuthNo: N1-59-99-17, item 0604b

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A090604c Reader's Guides and Bibliographies

Description: Publications designed to be a resource for those with an interest in specific area studies, such as the EuroGuide and the Guide to France. Many different sources are consulted in the production and frequent updates of the journal to keep them current. Information updated, researched and produced as determined by the course Chair.

c. Electronic files.

Disposition: Maintain back-up cassette tapes or on the system until the approval of the update and a new master copy is in place.

DispAuthNo: N1-59-99-17, item 0604c

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Administrative Operations**A090701a Policy and Program Files**

Description: Policy and procedural material that establishes, discusses, or defines the policies and procedures of the FSI Executive Office.

- a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 0701a

A090701b Policy and Program Files

Description: Policy and procedural material that establishes, discusses, or defines the policies and procedures of the FSI Executive Office.

- b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0701b

A090710a Audiovisual General Correspondence File - Audiovisual Facility

Description: Correspondence, reports and other documentation concern the administration and operation of the audiovisual function.

- a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0710a

A090710b Audiovisual General Correspondence File - Audiovisual Facility

Description: Correspondence, reports and other documentation concern the administration and operation of the audiovisual function.

- b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0710b

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A090711 Film/Videotape Register - Audiovisual Facility

Description: List of motion picture films and videotapes available for use in classes at FSI. Maintained electronically.

Disposition: Destroy when 10 years old, or when superseded, whichever is later.

DispAuthNo: N1-59-99-17, item 0711

A090712 Audiovisual Project Request (Graphics/Videos) - Audiovisual Facility

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0712

A090713 Photo Archives - Audiovisual Facility

Description:

Disposition: Destroy when 30 years old, or when superseded, whichever is later.

DispAuthNo: N1-59-99-17, item 0713

A090714 Orientation and Training Films - Audiovisual Facility

Description: Agency-sponsored orientation and training films consisting of motion pictures and videotapes about foreign affairs issues and policies. Films are used to train and orient personnel for overseas duties and are mainly developed for internal use.

Disposition: Destroy when 10 years old, or when superseded, whichever is later.

DispAuthNo: N1-59-99-17, item 0714

A090720a Budget Book File - Budget

Description: Correspondence, working papers and other documents related to annual budget submissions.

a. Recordkeeping copy (paper).

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-99-17, item 0720a

Chapter 09: Foreign Service Institute Records

A090720b Budget Book File - Budget

Description: Correspondence, working papers and other documents related to annual budget submissions.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0720b

A090721 Obligation Documents - Budget

Description:

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0721

A090730a Parking Program Files - General Services

Description: a. Applications for parking permits.

Disposition: Destroy applications at the end of the parking season.

DispAuthNo: N1-59-99-17, item 0730a

A090730b(1) Parking Program Files - General Services

Description: b. General information.

(1) Recordkeeping copy (paper).

Disposition: Destroy after projects are completed.

DispAuthNo: N1-59-99-17, item 0730b(1)

A090730b(2) Parking Program Files - General Services

Description: b. General information.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0730b(2)

Chapter 09: Foreign Service Institute Records

A090731a Building and Equipment Service Files - General Services

Description: Requests for building and equipment maintenance services, including fiscal copies.

a. Recordkeeping copy (paper).

Disposition: Destroy 3 months after work is performed or requisition is canceled.

DispAuthNo: GRS 11, item 5

A090731b Building and Equipment Service Files - General Services

Description: Requests for building and equipment maintenance services, including fiscal copies.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0731b

A090732a Mail Room Records - General Services

Description: Relating to incoming and outgoing registered mail pouches, registered, certified, insured, overnight, express and special delivery mailing, including receipts and return receipts.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old.

DispAuthNo: GRS 12, item 5a

A090732b Mail Room Records - General Services

Description: Relating to incoming and outgoing registered mail pouches, registered, certified, insured, overnight, express and special delivery mailing, including receipts and return receipts.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0732b

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A090733 Telephone Records - General Services

Description: Telephone statements and toll slips.

Disposition: Destroy 3 years after period covered by related documents.

DispAuthNo: GRS 3, item 10

A090740 Master Language Tapes/CDs - Library and Multimedia Services

Description:

Disposition: Destroy when replaced by a revised edition or when no longer required for use by FSI.

DispAuthNo: N1-59-99-17, item 0740

A090741a After-Hours Log - Library and Multimedia Services

Description: Log of students' after-hours use of the Language Lab.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old or no longer needed.

DispAuthNo: N1-59-99-17, item 0741a

A090741b After-Hours Log - Library and Multimedia Services

Description: Log of students' after-hours use of the Language Lab.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0741b

A090742a Monthly Lab Reservation Schedule - Library and Multimedia Services

Description: Shows days when FSI classes have reserved Lab space. Used to compile monthly statistical reports.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old or no longer needed.

DispAuthNo: N1-59-99-17, item 0742a

Chapter 09: Foreign Service Institute Records

A090742b Monthly Lab Reservation Schedule - Library and Multimedia Services

Description: Shows days when FSI classes have reserved Lab space. Used to compile monthly statistical reports.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0742b

A090750a Summer Intern Program Files - Personnel

Description: Includes a file of general correspondence with colleges and universities regarding the summer intern program; case files on prospective interns concerning mainly requests for appointment and FSI replies.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0750

A090750b Summer Intern Program Files - Personnel

Description: Includes a file of general correspondence with colleges and universities regarding the summer intern program; case files on prospective interns concerning mainly requests for appointment and FSI replies.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0750b

A090760 Reserved for future use

Description:

Disposition:

DispAuthNo:

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A090761a(1) Reports Files - Registrar

Description: a. Management Reports - FSI Training. Includes pre-billing by month, quarter, and end of year; Final of Schedule of Courses; Matrice Reports; and Monthly Enrollment Statistical Summary (MESS) listed by school.

(1) Recordkeeping copy (paper).

Disposition: Destroy when updated, no longer needed, or when 3 years old, whichever is sooner.

DispAuthNo: N1-59-99-17, item 0761a(1)

A090761a(2) Reports Files - Registrar

Description: a. Management Reports - FSI Training. Includes pre-billing by month, quarter, and end of year; Final of Schedule of Courses; Matrice Reports; and Monthly Enrollment Statistical Summary (MESS) listed by school.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0761a(2)

A090761b(1) Reports Files - Registrar

Description: Annual Reports - Internal and External Training. Annual compilation of training data for both internal and external training. Includes statistical summaries, charts, and related documentation.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 20 years old, or when superseded, whichever is later.

DispAuthNo: N1-59-99-17, item 0761b(1)

A090761b(2) Reports Files - Registrar

Description: Annual Reports - Internal and External Training. Annual compilation of training data for both internal and external training. Includes statistical summaries, charts, and related documentation.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0761b(2)

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A090762a(1) Course Files - Registrar

Description: a. Internal Training. Arranged by course title and include class roster, copies of DS-755, training request forms, and related correspondence.

(1) Recordkeeping copy (paper).

Disposition: Retire to RSC when 1 year old for transfer to WNRC. Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 0762a(1)

A090762a(2) Course Files - Registrar

Description: a. Internal Training. Arranged by course title and include class roster, copies of DS-755, training request forms, and related correspondence.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0762a(2)

A090762b(1) Course Files - Registrar

Description: b. External Training. Filed by month, and therein alphabetically by name of student. Includes copies of SF-182, training request form, course evaluation, Training Agreement, and related documentation.

(1) Recordkeeping copy (paper).

Disposition: Retire to RSC when 1 year old for transfer to WNRC. Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 0762b(1)

A090762b(2) Course Files - Registrar

Description: b. External Training. Filed by month, and therein alphabetically by name of student. Includes copies of SF-182, training request form, course evaluation, Training Agreement, and related documentation.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0762b(2)

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A090763a Student Travel Voucher Register - Registrar

Description: Lists, by day, of students who turned in travel vouchers.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0763a

A090763b Student Travel Voucher Register - Registrar

Description: Lists, by day, of students who turned in travel vouchers.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0763b

A090764 Copies of Student Payroll Checks - Registrar

Description: Copies of payroll checks filed by pay period, and alphabetically therein by name of recipient.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 0764

A090765a EEO Reports - Registrar

Description: Copies of quarterly reports on diversity training. Originals sent to PER.

a. Recordkeeping copy (paper).

Disposition: Destroy when 20 years old, or when superseded, whichever is later.

DispAuthNo: N1-59-99-17, item 0765a

A090765b EEO Reports - Registrar

Description: Copies of quarterly reports on diversity training. Originals sent to PER.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0765b

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A090766a State Magazine Inserts - Registrar

Description: a. Recordkeeping copy (paper).

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-99-17, item 0766a

A090766b State Magazine Inserts - Registrar

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0766b

Chapter 09: Foreign Service Institute Records

School of Applied Information Technology**A090801a Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the School of Applied Information Technology.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 0801a

A090801b Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the School of Applied Information Technology.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0801b

A090805a Student Files - Warrenton Training Center

Description: Telegrams and other documentation on individual training received covering attendance records, certifications, classes, courses, curriculums, evaluations, funding, instructor notes, rosters, schedules, transcripts, travel vouchers, and other related subjects.

a. Recordkeeping copy (paper).

Disposition: Cut off at termination of employment with Department. Retire to RSC 1 year after cut off date for transfer to WNRC. Destroy 5 years after cut off date.

DispAuthNo: N1-59-99-17, item 0805a

A090805b Student Files - Warrenton Training Center

Description: Telegrams and other documentation on individual training received covering attendance records, certifications, classes, courses, curriculums, evaluations, funding, instructor notes, rosters, schedules, transcripts, travel vouchers, and other related subjects.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 0805b
